



STATE OF UTAH UTAH SKILL MATCH RESUME COVER SHEET

Source Code (Optional): _____
Where did you hear about jobs in state government? _____

NAME (PLEASE PRINT) _____

TELEPHONE # _____ SOCIAL SECURITY # _____

Minimum Acceptable Salary Per Hour (optional): _____

REQUIRED INFORMATION:

Check counties in which you are willing to accept employment:

- | | | |
|--------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> 1 Beaver | <input type="checkbox"/> 11 Iron | <input type="checkbox"/> 21 Sevier |
| <input type="checkbox"/> 2 Box Elder | <input type="checkbox"/> 12 Juab | <input type="checkbox"/> 22 Summit |
| <input type="checkbox"/> 3 Cache | <input type="checkbox"/> 13 Kane | <input type="checkbox"/> 23 Tooele |
| <input type="checkbox"/> 4 Carbon | <input type="checkbox"/> 14 Millard | <input type="checkbox"/> 24 Uintah |
| <input type="checkbox"/> 5 Daggett | <input type="checkbox"/> 15 Morgan | <input type="checkbox"/> 25 Utah |
| <input type="checkbox"/> 6 Davis | <input type="checkbox"/> 16 Piute | <input type="checkbox"/> 26 Wasatch |
| <input type="checkbox"/> 7 Duchesne | <input type="checkbox"/> 17 Rich | <input type="checkbox"/> 27 Washington |
| <input type="checkbox"/> 8 Emery | <input type="checkbox"/> 18 Salt Lake | <input type="checkbox"/> 28 Wayne |
| <input type="checkbox"/> 9 Garfield | <input type="checkbox"/> 19 San Juan | <input type="checkbox"/> 29 Weber |
| <input type="checkbox"/> 10 Grand | <input type="checkbox"/> 20 Sanpete | |



Check all types of employment you will accept:

- | | |
|--|--|
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Clerical |
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Supervisor/Manager |
| <input type="checkbox"/> Part Time | <input type="checkbox"/> Trade & Craft |
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Computer Info Systems |
| <input type="checkbox"/> Shift Work | <input type="checkbox"/> Licensed/Certificated |
| <input type="checkbox"/> Night Work | <input type="checkbox"/> Para-Professional |
| <input type="checkbox"/> Rotating Shifts | <input type="checkbox"/> Professional |
| <input type="checkbox"/> Intern | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> Volunteer | |
| <input type="checkbox"/> Seasonal | |
| <input type="checkbox"/> Summer | |

VETERAN'S PREFERENCE: SEE INSTRUCTIONS FOR SKILL MATCH COVER SHEET. DISCLOSURE OF THE INFORMATION BELOW IS REQUIRED IF YOU WISH TO BE GIVEN VET/ DISABLED VET PREFERENCE.

- | | | |
|---|--|---|
| Do you claim Veteran's Preference? | <input type="checkbox"/> Yes, as a veteran | <input type="checkbox"/> Yes, as an unmarried widow or widower of a veteran |
| Do you claim Disabled Veteran's Preference? | <input type="checkbox"/> Yes, as a Disabled Veteran | <input type="checkbox"/> Yes, as a Purple Heart Recipient |
| | <input type="checkbox"/> Yes, as an unmarried widow or widower of a disabled veteran | |

PLEASE ANSWER THE FOLLOWING:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Are you a current State Employee? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please list your Agency & Division _____ | | |
| 2. If you are not a current state employee, have you previously been employed by the State of Utah? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you been convicted of a crime in adult court, excluding minor traffic violations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| IF YES, DOCUMENTATION IS REQUIRED. See Instructions For Skill Match Cover Sheet. | Misdemeanor | Felony |
| 4. Are you a citizen by birth or a naturalized citizen of the United States? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If no, are you eligible to work in the United States? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Some positions require driving a vehicle. Do you possess a current driver's license? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, check type. <input type="checkbox"/> Operator <input type="checkbox"/> Commercial Driver's License | | |
| 6. Some positions require a minimum age of 21 years. Are you at least 21 years of age? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Are you interested in working as a Law Enforcement Officer? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Are you interested in working in any position in a correctional environment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Are you interested in working in any position at the Utah State Hospital? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Are you interested in working in any position at the Utah State Developmental Center? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. Have you completed a high school degree or GED? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS STATEMENT: I affirm that this cover sheet, submitted resume and any additional documentation contain no misrepresentation or falsification and that the information is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, I will be disqualified from further consideration or, if employed by a State agency, I may be terminated from employment. I further authorize any of my employers or references to give the Director of the Department of Human Resource Management or any hiring State agency any private or confidential information concerning my employment record. If considered for law enforcement positions; or positions involving care, custody, or control of children or vulnerable adults; fiduciary trust; or national security, then I hereby authorize the State of Utah to conduct a thorough background investigation in any and all aspects of activities, convictions and criminal record. I hereby release your organization or any other agency involved in releasing this information from any civil or criminal liability arising under the Federal Rights and Privacy Act or other applicable State statutes. You may be required to undergo drug testing as a condition of employment for safety sensitive positions. All state employees are subject to drug or alcohol testing at any time based on reasonable suspicion.

SIGNATURE _____

DATE _____

EQUAL EMPLOYMENT INFORMATION

It is the policy of Utah State Government to provide and promote equal opportunity employment, compensation and other terms and conditions of employment without discrimination because of race, color, sex, religion, national origin, age, or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. The information requested below is voluntary and will assist the state in resume tracking, reporting, and other legal requirements. This data will be maintained only in state human resource offices and will not be forwarded to the hiring officials.

OPTIONAL:

Gender:	<input type="checkbox"/> Male	Age:	<input type="checkbox"/> Under 40	Ethnic group:	<input type="checkbox"/> Black	<input type="checkbox"/> American Indian/Alaskan Native
	<input type="checkbox"/> Female		<input type="checkbox"/> 40 or Over		<input type="checkbox"/> Caucasian	<input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic

INSTRUCTIONS FOR UTAH SKILL MATCH COVER SHEET

1. Submit this completed cover sheet, your resume, and documentation of criminal record if applicable, to the **Department of Human Resource Management (DHRM, Room 2120 State Office Building, PO Box 141531, Salt Lake City, UT 84114-1531)**. If you have already submitted your resume without a cover sheet, complete this form and submit it to DHRM. Your completed cover sheet will be attached to your resume upon receipt by DHRM.
2. Upon receipt of your resume and cover sheet, DHRM will scan your resume into the Utah Skill Match resume database. **You will receive written notification that your resume has been received and successfully scanned.** If your resume is not in a scannable format, we will send you a letter asking you to resubmit a revised resume. Your resume will remain active in the database for one (1) year from the date of your last submission. **You are responsible for providing us with a new resume at that time.** Please send us an updated resume when changes occur regarding your address, phone number, employment, and/or educational status. When sending an updated resume, please attach a note identifying the resume as an update.
3. When a position opens which matches your background, skills and interests, we will notify you as quickly as possible. You will only be contacted when you have the level of skills, education and experience that places you in the top group for a specific position.
4. **Source codes are optional.** You may notice source codes used in some job announcements. These are used only in determining the effectiveness of our recruitment methods and for internal tracking of state resources. You will be considered for all positions for which you qualify whether or not a specific source code is listed on your cover sheet.
5. Enter minimum acceptable salary per hour. This information is optional. You will not be contacted for positions with salaries less than the amount you specify.
6. If you fail to indicate which counties you are willing to accept employment in, we will default to the metro counties (Salt Lake, Davis, Weber, Summit, Utah, Tooele) if you live along the Wasatch Front or outside of Utah, or your county of origin, if you live outside the Wasatch Front. If you fail to indicate what type of employment you prefer, we will default to permanent/full-time employment.
7. Please check all types of employment you are willing to accept.
 - Clerical** includes but is not limited to: bookkeepers, clerk-typists, office technicians, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, telephone operators, legal assistants, cashiers.
 - Trade & Craft** includes but is not limited to: mechanics and repairers, heavy equipment operators, skilled machining occupations, carpenters.
 - Computer Info Systems** includes but is not limited to: software developers, computer programmers, LAN administrators, systems analysts.
 - Licensed/Certificated** includes but is not limited to: Registered Nurse, LPN, doctors, psychologists, licensed social workers, teachers, para legals, engineers, plumbers, electricians.
 - Para-Professional** includes but is not limited to: research assistants, medical aids, recreation assistants, home health aides, library assistants.
 - Professional** includes but is not limited to: human resource workers, lawyers, accountants, employment and vocational rehabilitation counselors, public safety captains and lieutenants, librarians, management analysts, airplane pilots, surveyors, scientists.
 - Service-Maintenance** includes but is not limited to: chauffeurs, laundry and dry cleaning operators, truck drivers, bus drivers, custodial employees, gardeners and ground keepers, construction laborers, farm workers (except managers).
8. **If you wish to claim veteran's preference**, check the appropriate box. Veteran's preference is determined by active military service for more than 180 consecutive days, or a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized. Disabled veteran's preference is determined by active military service with any percentage of disability incurred in the line of duty, or receipt of a purple heart, whether or not the person completed more than 180 days of active duty. **Upon request**, persons claiming veteran's or disabled veteran's preference must submit a photocopy of their honorable discharge (such as a DD-214) showing the dates of service. **Upon request**, veteran's claiming disability must also submit a letter of verification from the Veteran's Administration dated within the last 90 days. A retired member of the armed forces who retired below the rank of major or its equivalent is eligible for veteran's preference.
9. **If you have been convicted of a crime** (excluding minor traffic offenses) **as an adult**, attach additional sheets giving dates, type of conviction (misdemeanor or felony) details and penalties for each occurrence, including dates of any probationary periods. Each conviction will be judged in relation to time, seriousness, circumstances and relationship to the position for which you are considered. For law enforcement positions, or positions involving care, custody, or control of children or vulnerable adults; fiduciary trust; or national security, you will be subject to a thorough background check. **All conviction documentation will become official records of the State of Utah and cannot be returned.**
10. Do not submit transcripts, licenses, etc. These documents will not be scanned into the system. If you are invited for further examination and/or hiring interview, you will be responsible to provide transcripts, licenses, etc. at that time
11. Include on your resume any valid certifications (such as POST, etc.) and/or licenses (such as RN, etc.), with dates, numbers, and issuing state(s) and languages you speak, read and write other than English.
12. **Effective Friday, October 31, 1997, and on a monthly basis there after, resumes one year or older will be removed from the Utah Skill Match system active data base. Inactive resumes will not be considered for current job openings. If your resume was submitted one year ago or more and has not been updated, please submit an updated resume according to these instructions.** Please send us an updated resume when changes occur regarding your address, phone number, employment, and/or educational status. When sending an updated resume, please attach a note identifying the resume as an update. If, at any time, you would like to change any of the cover sheet information or wish to have your resume removed from our database, please contact our office at 538-3025.